



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|------------------------------|--------------|--------------|-------------|
| CLINICAL PROGRAM PLANNER III | 42 | A | 10.125 |
| CLINICAL PROGRAM PLANNER II | 40 | B | 10.128 |
| CLINICAL PROGRAM PLANNER I | 38 | B | 10.129 |

SERIES CONCEPT

Clinical Program Planners perform and supervise a variety of planning and analytical functions in support of clinical programs and Division activities, including quality improvement, program design, program evaluation, research, contract and grant development and administration, strategic planning, and training initiatives, where such duties require graduate level education in social science planning and research, and professional experience in clinical service delivery. The series is not to be used for positions whose duties can be accomplished without such training and experience. Incumbents must integrate clinical service delivery concerns into their planning and analytical services to promote service delivery effectiveness and quality according to valid and relevant measures.

Plan, coordinate, and monitor quality improvement, program evaluation, training, and strategic planning activities through conducting needs assessments and internal performance standard reviews, formally soliciting community input regarding programs, identifying stakeholder values, and formulating outcome measures for use in program evaluation, planning, and resource allocation decisions. Supervise the collection and analysis of related data, and the preparation of regular and ad hoc reports. Review program evaluation data to identify trends and possible cause/effect relationships. Conduct clinical case reviews to evaluate appropriateness of clinical services provided and compliance with policies and procedures. May design or coordinate training activities to address identified deficiencies.

Administer contracts and grants; communicate funding source requirements to contractor or service delivery staff, and monitor compliance; develop funding proposals, status reports, and requests for proposals; conduct public hearings to receive input on proposals; evaluate proposals and participate in selecting contractors; negotiate contractual agreements; develop and implement monitoring criteria and procedures; train contractors; review program and fiscal reports; conduct on-site program audits; identify and communicate corrective actions needed; recommend revocation of funding when necessary; respond to funding agency inquiries and audit findings. Monitor availability of external funding for new and ongoing division activities.

Develop budget requests and monitor expenditures against approved budgets for program planning function; participate in resource allocation decisions regarding the agency's clinical programs.

Research and write a variety of correspondence, recommendations, and reports; design, conduct or supervise literature or field research on various aspects of clinical service delivery.

Supervise quality assurance, program evaluation, data processing, and other support staff; may manage management information systems.

May serve as liaison to advisory or policy-making committees; may track legislative activities relevant to the division and provide legislative testimony.

Perform related duties as assigned.

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CLASS CONCEPTS

Clinical Program Planner III: Positions assigned to this class manage a centralized planning, research, and evaluation function for a large Division with multiple service delivery agencies statewide, and supervise subordinate supervisors and employees at multiple locations statewide. Responsibilities typically include division-wide quality improvement and quality assurance, program planning, program evaluation, and contract administration.

As an example, a position allocated to this class in the Division of Mental Health/Mental Retardation manages all of the listed functions for the entire Division, including some contract administration. The Division has 12,500 clients and 1,000+ employees. Ten employees report to this position, including three subordinate supervisors at different locations statewide.

Clinical Program Planner II: Positions assigned to this class supervise quality improvement and quality assurance, program planning, program evaluation, and/or contract administration for a portion of a division, which includes multiple service delivery programs statewide. Positions at this level typically supervise a small staff.

As an example, a position allocated to this class in the Treatment Services agency within the Division of Child and Family Services oversees quality improvement, program planning and evaluation for that statewide agency, performs some contract administration functions for the Division, and supervises a professional performing data analysis and a clerical position. The Treatment Services Agency has 3600 clients and 200 employees.

Clinical Program Planner I: Positions assigned to this class supervise quality improvement and quality assurance, program planning, program evaluation, and/or contract administration for a large program with multiple service delivery components, which may be regional or statewide. Positions at this level typically supervise a small staff.

MINIMUM QUALIFICATIONS

CLINICAL PROGRAM PLANNER III

EDUCATION AND EXPERIENCE: A Master's degree from an accredited college or university in a social science field which included clinical intervention coursework, and five years of experience in a mental health or mental retardation service delivery setting which included supervised clinical experience, program planning and/or evaluation, and supervision of professionals; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Ability to:** supervise subordinate supervisors with staff at multiple locations; *and all knowledge, skills and abilities required at lower levels of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Ability to:** develop a coordinated approach to planning, research, and evaluation for clinical programs division-wide.

CLINICAL PROGRAM PLANNER II

EDUCATION AND EXPERIENCE: A Master's degree from an accredited college or university in a social science field, which shall have included clinical intervention coursework, and three years of experience in a mental health or mental retardation service delivery setting, which included supervised clinical hours and work in program evaluation and/or program planning; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** principles and practices of personnel supervision; components of strategic planning. **Ability to:** integrate program evaluation and program planning functions; design and conduct social science research projects; *and all knowledge, skills, and abilities required at the lower level of this series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Ability to:** supervise planning and evaluation functions over multiple programs statewide; participate in Division-wide resource allocation decisions.

CLINICAL PROGRAM PLANNER I

EDUCATION AND EXPERIENCE: A Master's degree from an accredited college or university in a social science field, which shall have included some clinical intervention coursework, and one year of supervised experience in a mental health or mental retardation service delivery setting which included supervised clinical hours; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** social science research design and methodology, including relevant statistical analysis procedures; current issues regarding quality assurance and program evaluation of clinical service delivery systems; national standards of client care; utilization review principles; current mental health, mental retardation, and/or child development treatment modalities; current diagnostic classification systems; application and interpretation of standard psychometric tests; use of automated information systems for data analysis. **Ability to:** supervise assigned staff; communicate effectively with program staff and contractors to gain compliance with reporting and funding requirements; provide constructive program evaluation feedback; oversee contractor selection procedures and contract administration; make oral presentations; write effective correspondence, grant proposals, and technical reports; analyze budget requests and reports; monitor expenditures against approved budgets; review clinical case records for appropriateness of clinical services provided and compliance with policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Working knowledge of:** computer hardware and software applicable to assigned duties. **Ability to:** translate desired service delivery outcomes into valid program evaluation measures that are understood and accepted by program staff; design professional quality consumer satisfaction surveys and other data collection instruments; analyze problems in administrative and service delivery systems and propose feasible alternatives.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

| | <u>10.125</u> | <u>10.128</u> | <u>10.129</u> |
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| ESTABLISHED: | 7/1/97P 9/19/96PC | 7/1/97P 9/19/96PC | 7/1/97P 9/19/96PC |